



## **Position Description**

**Role:** Marketing and Communications Specialist (Full Time)

**Reports to:** VP, Community Impact and Outreach

The mission of the Community Foundation of Johnson County (CFJC) is to connect communities who care with causes that matter to support sustainable change. The Marketing and Communications Specialist will assist with creating and implementing strategies that support the organization's brand and reputation as a trusted philanthropic leader, connector, convener, and catalyst for change by elevating and enhancing its visibility and image among all internal and external stakeholders.

### **Key Duties and Responsibilities:**

- Assist with the development, implementation, and oversight of a comprehensive marketing and communications plan that aligns with the Foundation's mission, vision, and values, with a focus on brand narratives, messaging, and public relations strategies.
- Manage all aspects of the Foundation's brand, ensuring consistent brand resonance across traditional and new media platforms such as the website, print publications, and social media.
- Lead strategic messaging, development of promotional materials, and cross-departmental coordination for a unified and compelling brand voice, amplifying the Foundation's overall image and impact.
- Work closely with the VP, Community Impact and Outreach and President and CEO to identify marketing opportunities, communicate key issues to the community, and implement strategic planning.
- Facilitate the writing of articles, annual reports, speeches, and opinion pieces for publication, and convert the Foundation's successes into inspirational stories shared across print and digital forums.
- Oversee on-going content and design updates of the CFJC website.
- Oversee the planning and implementation of social media activities for the Foundation, infusing brand identity and leveraging these platforms for greater visibility and engagement.
- Assist with the development and implementation of an annual special events calendar, ensuring all events capture the attention of the intended audience and media.
- Assist with the preparation and mailing of donor and nonprofit communications.
- Develop and administer the annual marketing and communications budget, ensuring efficient resource allocation towards brand promotion and communication goals.
- Develop robust mechanisms for measuring the effectiveness of branding, messaging, and overall communications programs, refining strategies based on data-driven insights.
- Attend Foundation meetings, i.e. all staff and assigned committee meetings of the Foundation's Board of Directors.
- Represent the Foundation at community events and initiatives, acting as a brand champion and advocate for charitable giving in our area.

**Qualifications:**

- A bachelor's degree or equivalent combination of education with 1-3 years of experience in marketing, communications, or journalism

***Additional preferred qualifications include:***

- Working knowledge of content creation platforms such as Canva, Mailchimp, and Adobe
- Proficient in graphic design and visual content creation
- Experience with video and media production is highly desired
- Proficient with data collection and data analytics tools
- Understanding of community foundation structures and services
- Willingness to serve donors and the organization on occasional evenings and weekends
- Highly organized, detail-oriented, and conscientious self-starter
- Able to strategize and prioritize effectively to accomplish multiple tasks
- Strong writing skills; ability to synthesize information to appeal to various audiences
- Strong project and task management skills
- Objective, strong "can do/will do" style
- Works efficiently with timelines and budgets

*Individuals with other combinations of related education and experience are encouraged to apply and will be considered on a case-by-case basis.*

**Environmental Conditions:**

- Sitting, standing for long periods of time
- Computer work, keying and screen comfort
- Lifting of 25 lbs. or less, occasionally
- Access to transportation to/from events and activities where CFJC staff participation is needed

**Salary and Benefits:**

\$45,000 - \$50,000, depending on experience. Eligible to participate in the Community Foundation's competitive benefits package which includes, health, dental, life, disability, 403B retirement with employer match, and paid time-off benefits including paid holidays and family caregiving leave.

**The Community Foundation of Johnson County is an Equal Opportunity Employer:**

The Community Foundation of Johnson County does not discriminate against someone (applicant or employee) because of that person's race, creed, color, ethnicity, national origin, religion, sex (including gender identity, gender expression, sexual orientation, or pregnancy), age, physical or mental ability or genetic information, veteran status, military obligations, marital status, or any other protected class as provided for by applicable local, state and federal law. This nondiscrimination policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

**To Apply:**

After thoroughly reviewing our website, interested applicants must email a cover letter, resume, and the contact information for two professional references in one PDF file to [info@cfjc.org](mailto:info@cfjc.org) with the subject line: "Marketing and Communications Specialist"

**Application Deadline: February 15, 2026 by 5pm.**